

RESOLUTION NO. 2017-008

A Resolution of the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington ("the PUD"), establishing Titles and Biweekly Salary Ranges for Staff Employees and Incorporating Benefits for Non-represented Employees

WHEREAS, RCW 54.16.100 requires that the General Manager recommend to the Commission compensation for employees; and

WHEREAS, RCW 54.12.090 authorizes the Commission to create positions and fix salaries; and

WHEREAS, RESOLUTION NO. 2016-003 was approved on the 15<sup>th</sup> of March 2016 to update titles and biweekly salary ranges and benefits for non-represented employees; and

WHEREAS, the PUD has adopted a Human Resources Policy Manual which includes benefits extended to non-represented PUD employees; and

WHEREAS, the PUD desires to extend additional benefits to non-represented employees through this resolution; and

WHEREAS, the PUD will be increasing staffing levels and compensation to better to support the PUD BOC Strategic Plan approved in 2015; and

WHEREAS, the General Manager has reviewed the organization of the PUD, the positions and salary ranges required to efficiently manage and achieve the goals of the PUD, and recommends they be approved by the PUD; and

WHEREAS, the salaries reflected on Exhibit "A" represent updated mid-points, updated titles, minor adjustments for internal equity purposes, and a narrowing of some wage ranges; and

WHEREAS, the PUD desires to attract and retain qualified employees to fill authorized positions of the PUD; and


WHEREAS, the Commission approves the annual budget, which includes staff allocation and funding to meet the operational requirements of the PUD; and


WHEREAS, the Commission authorizes the General Manager to administer merit pay increases, employee promotions, demotions, transfers, equity and market adjustments, and other administrative actions that conform to the limitations set within the Titles and Biweekly Salary Ranges for Staff Employees limitations; now, therefore, be it

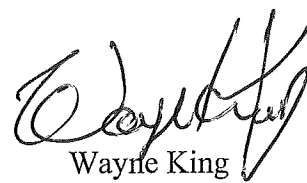
RESOLVED, RESOLUTION 2016-003 be rescinded and that this resolution becomes entirely effective on 3 April 2017:

1. That the General Manager is hereby authorized, on behalf of the PUD to administer merit pay increases, based on performance for employees of the PUD, not represented under the Collective Bargaining Agreements and excluding the General Manager and District Auditor.
2. That the Commission authorizes the General Manager to administer merit pay increases, employee promotions, hiring, demotions, transfers, equity and market adjustments, and other administrative actions that conform to the limitations set within and in accordance with the Titles and Biweekly Salary Ranges for Staff Employees (attached) as hereby approved by the Commission, and subject to the General Manager's contract with the PUD.
3. That the General Manager shall include within the annual budget sufficient funds to support merit pay requirements for the year.
4. That the General Manager shall receive Commission approval for all modifications to the Titles, Bi-weekly Salary Ranges for Staff Employees, and new Full Time Equivalent positions.
5. That the General Manager shall be authorized to amend the current non-represented employee benefits as outlined in the Titles and Bi-weekly Salary Ranges for Staff Employees, Exhibit "A" this Resolution.
6. That the titles listed in Exhibit "A" be included in the Titles and Biweekly Salary Ranges for Staff Employees.

ADOPTED by the Commission of Public Utility District No. 1 of Jefferson County, Washington, at a regular open meeting held this 21<sup>st</sup> day of March 2017.

  
Kenneth Collins  
President

  
Jeff Randall  
Vice President

  
Wayne King  
Secretary

IN WITNESS WHEREOF I have hereunto set my hand and affixed the seal of the Corporation this 21<sup>st</sup> day of March 2017.

  
Wayne King Secretary

(Corporate Seal)

# EXHIBIT "A"

## Titles and Biweekly Salary Ranges for Staff Employees

As of 3 April 2017 in Dollars

|  | <u>Low</u> | <u>Mid</u> | <u>High</u> |
|--|------------|------------|-------------|
| Finance Director/CFO   | 4,300      | 5,150      | 6,000       |
| Electrical Operations Superintendent/<br>Assistant General Manager | 4,000      | 4,750      | 5,500       |
| Water Operations Superintendent                                    | 4,000      | 4,750      | 5,500       |
| Senior Electrical Engineer   | 3,500      | 4,250      | 5,000       |
| Information Technology Manager                                     | 3,500      | 4,250      | 5,000       |
| GIS Specialist   | 3,500      | 4,250      | 5,000       |
| Controller   | 3,200      | 3,850      | 4,500       |
| Human Resource and Communications Manager                          | 3,200      | 3,850      | 4,500       |
| Telecom Manager  | 2,000      | 3,000      | 4,000       |
| Information Technology<br>Support Technician                       | 2,500      | 3,050      | 3,600       |
| Special Projects Coordinator                                       | 2,500      | 3,050      | 3,600       |
| Resource Manager   | 2,500      | 3,050      | 3,600       |
| Accounting Specialist  | 2,500      | 3,050      | 3,600       |
| Customer Service Manager   | 2,250      | 2,725      | 3,200       |
| Electrical Engineer in Training                                    | 2,250      | 2,725      | 3,200       |
| Staking Engineer   | 2,300      | 2,690      | 3,080       |
| Executive Assistant/Public Records Officer                         | 2,000      | 2,400      | 2,800       |
| Energy Efficiency Specialist                                       | 1,900      | 2,250      | 2,600       |
| Operations Assistant   | 1,750      | 2,125      | 2,500       |
| Communications Specialist  | 1,750      | 2,125      | 2,500       |

### **Amendments to Non-represented Employee Benefits**

The following amendments, effective 3 April 2017 are made to non-represented employees as listed in the Titles and Biweekly Salary Ranges for Staff Employees.

- I. In addition to the 11 holidays outlined in Human Resources Policy HR5.05, each non-represented employee is entitled to one additional floating holiday. Thereby creating a total of two floating holidays for non-represented employees. New employees, however, must complete six (6) months of service before they are entitled to the second floating holiday. Employees who fail to use their floating holiday(s) during the year it is applicable shall forfeit their floating holiday(s).
- II. Effective with paydays occurring after April 8, 2017, non-represented employees will be entitled to a matching contribution to the PUD's 457 deferred compensation program through the State Department of Retirement Systems (DRS) under the following conditions:
  - a. Employee contributions of up to 6% of his/her gross wages (with the exception of reimbursements, moving allowance and cashouts) are eligible for a PUD match. The PUD will match at a rate of \$.50 for each dollar the employee contributes up to a maximum of 3%. Any amount contributed by the employee beyond the maximum of 6% will not be matched. The total annual contribution under the 457 deferred compensation program, including PUD match, will be limited by the IRS and DRS regulations.